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Physical Fitness Program Policy Directive and Policy Guide



Federal Bureau of Investigation

Training Division

0676DPG

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Note: This document incorporates the Policy Directive and the Policy Guide.

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FEDERAL BUREAU OF INVESTIGATION
POLICY DIRECTIVE



0676D

1. Policy Directive Title.	Physical Fitness Program Policy
2. Publication Date.	2014-10-06
3. Effective Date.	2014-10-06
4. Review Date.	2017-10-06

5. Primary Strategic Objective.

T2-Train and develop skills and abilities of our workforce.

6. Authorities:

- 6.1. Title 5 Code of Federal Regulations (CFR) Section (§) 410.201, Responsibilities of the Head of an Agency
- 6.2. 5 CFR § 410.301, Establishing and Implementing Training Programs
- 6.3. 5 CFR § 410.701, OPM Training Reporting Requirements
- 6.4. 5 CFR § 842.802
- 6.5. Department of Justice (DOJ) Order 1200.1, Human Resources, Part 5 Chapter 1, *Training and Development*
- 6.6. Policy Directive (PD) 0616D, *Training Division Statement Of Authorities and Responsibilities*
- 6.7. Title 5 United States Code (U.S.C.) § 7901
- 6.8. 42 U.S.C. § 2000e(k)
- 6.9. Executive Order (EO) 11348, *Providing for the Further Training of Government Employees*
- 6.10. *Office of Personnel Management Handbook on Employee Health Services*

7. Purpose:

- 7.1. The purpose of this policy is to provide a comprehensive overview of the *Physical Fitness Program Policy Guide* for all special agent (SA) personnel.
- 7.2. The purpose of this policy is to publish and implement the accompanying *Physical Fitness Program Policy Guide*.

8. Policy Statement:

8.1. The Physical Fitness Program ensures that SAs will be fully prepared to meet their sworn duty to "support and defend the Constitution of the United States." The Physical Fitness Program also ensures the safety and well-being of the citizens that agents protect, their fellow SAs, and other law enforcement (LE) officers through the Federal Bureau of Investigation's (FBI) "focus on fitness." The FBI's *Physical Fitness Program Policy Guide* includes:

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- 8.1.1. Certification program for physical fitness advisors (PFA).
- 8.1.2. Physical fitness requirements for SA applicants.
- 8.1.3. New Agents Training (NAT) Program, Physical Fitness Program.
- 8.1.4. SA annual physical fitness test (PFT).

9. Scope:

This policy applies to all SAs (i.e., all personnel who are classified in the 1811 job series, regardless of the titles or positions they hold in field offices [FO] or FBI Headquarters [FBIHQ]).

10. Proponent:

- 10.1. Training Division (TD)
- 10.2. Human Resources Division (HRD)

11. Roles and Responsibilities:

- 11.1. The Physical Training Unit (PTU), Instruction Section, TD
 - 11.1.1. PTU, Instruction Section, TD must:
 - 11.1.1.1. Manage the FBI's Physical Fitness Program.
 - 11.1.1.2. Determine approved and unapproved physical fitness activities that FBI personnel are authorized to participate in while on official time.
 - 11.1.1.3. Manage the Agent Fitness Test (AFT) System.
 - 11.2. The Office of Medical Services (OMS)
 - 11.2.1. OMS must:
 - 11.2.1.1. Manage the Fitness-for-Duty Program, in accordance with 0735DPG, *Fitness-for-Duty Program Policy Directive and Policy Guide (DPG)*.
 - 11.2.1.2. Substantiate and maintain permanent physical fitness testing waivers and associated medical documentation in support of the FBI's Physical Fitness Program.
- 11.3. Additional roles and functional responsibilities are detailed in the *Physical Fitness Program Policy Guide*.

12. Exemptions:

None

13. Supersession:

- 13.1. *Manual of Administrative Operations and Procedures (MAOP)* Part 1 Section 24-7
- 13.2. *Manual of Investigative Operations and Guidelines (MIOG)* Sections 67-5.14, 67-8.3.1, and 67-8.3.2
- 13.3. Memorandum to all SAs from Director Freeh, Physical Fitness Program (PFP), dated January 24, 2000

14. References, Key Words, and Links:**14.1. References**

14.1.1. 0675DPG, Workers' Compensation for FBI Employees Corporate Policy Directive and Policy Implementation Guide

14.1.2. 0735DPG, Fitness-for-Duty Program Policy Directive and Policy Guide

14.1.3. FD-985, "Physical Activity Readiness Questionnaire" [PAR-Q]

14.1.4. FD-1102, "Certificate of Wellness"

14.1.5. FD-874, "Special Agent Applicant Physical Fitness Test (PFT) Report"

14.1.6. PTU Intranet site (PFT administration protocols)

14.2. Key Words

14.2.1. Physical fitness

14.2.2. Exercise

14.2.3. Physical fitness test

14.2.4. Fitness-for-duty requirement

14.3. Links

14.3.1. Physical Training Unit Intranet site

14.3.2. Health Care Programs Unit (HCPU) Intranet site

14.3.3. Workers' Compensation Unit Intranet site

15. Definitions:

15.1. Special agent: all personnel in the 1811 job series, regardless of the titles or positions they hold in FOs or at FBIHQ.

15.2. FBI employee: an employee, within the meaning of 5 U.S.C. § 2105, who is permanently assigned to the FBI. (Personal services contractors and independent contractors, even if working exclusively on FBI business, are excluded from this definition.)

15.3. Physical fitness advisor: an SA who has successfully completed the one-week certification course administered by the TD's PTU. (PFAs are authorized to administer various aspects of the FBI's Physical Fitness Program on behalf of PTU in FOs to both employees and SA applicants.)

15.4. Fit for duty: For the purposes of the *Physical Fitness Program Policy Guide*, "fit for duty" is defined as an agent whose fitness-for-duty examination is current and who is not on medical mandates (restricted duties).

16. Appendices, Attachments, and Forms:

See the *Physical Fitness Program Policy Guide*

Sponsoring Executive Approval

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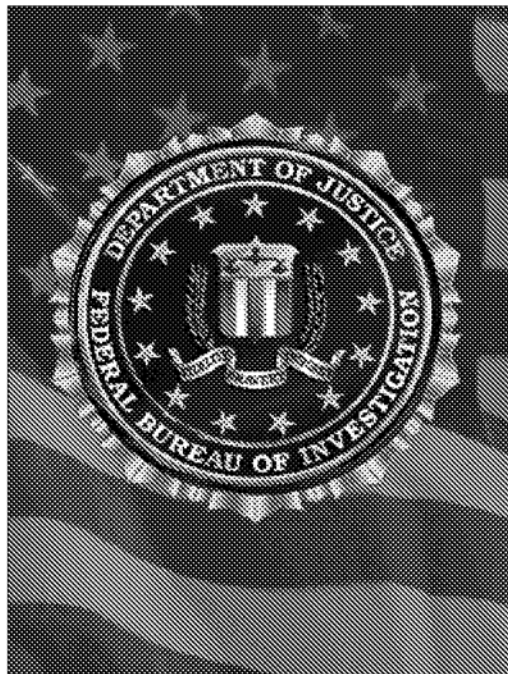
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**Federal Bureau of Investigation
Training Division
0676PG
October 06, 2014**

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General Information

Questions or comments pertaining to this policy guide (PG) can be directed to:

Federal Bureau of Investigation Headquarters (FBIHQ), Training Division (TD),
Division 2 Instruction Section, Physical Training Unit

Division point of contact (POC): Training Division, Physical Training Unit

[Redacted]

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Supersession Information

This document supersedes the *Manual of Administrative Operating Procedures* (MAOP) Part 1 Section 24-7; *Manual of Investigative Operations and Guidelines* (MIOG) Sections 67-5.14, 67-8.3.1, and 67-8.3.2; and Memorandum to all SAs from Director Freeh, "Physical Fitness Program (PFP)," dated January 24, 2000.

This document and its contents are the property of the FBI. If the document or its contents are provided to an outside agency, it and its contents are not to be distributed outside of that agency without the written permission of the unit listed in the contact section of this policy guide.

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1. Introduction

Background: Special agents (SA) of the Federal Bureau of Investigation (FBI) have a sworn duty to “support and defend the Constitution of the United States,” which includes investigating, disrupting, and dismantling domestic and international violent criminal and terrorist organizations. SAs must be fully prepared to meet these challenges and to ensure the safety and well-being of the citizens they protect, their fellow SAs, and other law enforcement (LE) officers. Further, SAs of the FBI serve as leaders and role models for the LE and Intelligence Communities (IC). As such, SAs must sustain a high level of physical fitness to carry out the rigorous tasks required to successfully perform their jobs and to readily handle critical contingencies.

For these reasons and for the overall benefit of each SA and the FBI as an organization, the FBI is implementing a mandatory annual physical fitness test (PFT) as part of the Focus on Fitness Program for SA personnel.

Purpose: This policy guide (PG) is implemented by the FBI Policy Directive (PD) 0676D, *Physical Fitness Program* and provides a comprehensive overview of the physical fitness policy for all SA personnel.

Intended Audience: This PG is directed at SA personnel. Only FBI and other Department of Justice (DOJ)-component employees, detailees, and task force personnel are authorized to use FBI fitness facilities.

2. Roles and Responsibilities

2.1. Field Office (FO) Heads (Assistant Directors in Charge [ADIC] and Special Agents in Charge [SAC]), FBI Headquarters (FBIHQ) Division Heads, and Supervisors of Special Agent Executive Management (EM) Personnel

FO heads (i.e., ADICs and SACs), FBIHQ division heads, and supervisors of SA EM personnel must:

- Provide notice to all applicable personnel regarding this PG.
- Provide direction to division physical fitness advisors (PFA) to be fully compliant with this PG.
- Ensure a certified PFA is designated as the FO or division PFA coordinator.
Ensure all applicant and SA PFTs are administered only by certified PFAs.
- Ensure that all SA personnel, whose medical screening indicates they are "medically safe" (see subsection 4.3.1. of this PG) to participate, fully participate in the PFT at least once between the date this PG is implemented and September 30, 2015.
- Ensure that all SA personnel, effective October 1, 2015, whose medical screening indicates they are "medically safe" (see subsections 4.3. and 4.3.1. of this PG) to participate, and who do not fully participate in the PFT at least once each fiscal year or fail to perform at or above the lowest level of the "Fair" category of the Cooper Scale for their age and sex on all PFT events are subject to appropriate performance-based consequences. Appropriate consequences include, but are not limited to, issuing a rating of "Minimally Successful" on the "Maintaining High Professional Standards" critical element of their Performance Appraisal Reports (PAR).
- Review electronic communications (EC) that PFAs will send to divisional leadership containing the names of those SAs in their divisions who refused to participate in the PFT or were unable to participate in, complete, or achieve a score of "Fair" or above on any PFT activity.

FBIHQ and FO management may create local procedures (e.g., standard operating procedures [SOP]) consistent with the requirements of PG.

2.2. Training Division (TD), Physical Training Unit (PTU)

TD, PTU must:

- Manage the FBI's Physical Fitness Program, which includes managing PFA roles and responsibilities.
- Determine approved physical fitness activities that FBI personnel are authorized to participate in on official time.
- Certify SAs to serve as PFAs in FOs and at FBIHQ.

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- Establish and enforce the requirements for PFAs to obtain and maintain their certification status.
- Maintain a list of active PFAs and offer the PFA certification course at regular intervals to meet the growing needs of the FBI.
- Ensure priority selection preference is given to FOs or FBIHQ divisions with the greatest need for qualified individuals when selecting SA applicants for the PFA certification course.
- Ensure that all PFAs are knowledgeable of all relevant policies and procedures.
- Review and approve or deny all requests for non-FBI-sponsored events and funding from PFAs for continuing education in health and fitness.
- Manage personnel access to the Agent Fitness Test (AFT) System.
- Respond to questions regarding the use of the AFT.
- Monitor to ensure that only TD, PTU-certified PFAs administer PFTs to SA applicants and that certified PFAs administer the PFTs in accordance with protocols established by TD, PTU.
- Manage the Physical Fitness Program with regards to new agent trainees (NAT) at the FBI Academy in accordance with the policies and procedures outlined in subsection 4.3 of this PG.

2.3. Supervisors of Special Agents

Supervisors of SAs must:

- Direct SA subordinates to remain physically ready to carry out the arduous duties of the 1811 job series and the rigorous requirements of the job by using authorized workout time, as described in subsection 4.3 of this PG.
- Ensure SA subordinates are afforded the time to fully participate in PFTs each fiscal year.
- Track each SA subordinate's participation in the PFT with the goal of 100 percent completion.
- Notify PFAs of any SA subordinates facing exigent circumstances that limit the ability to safely complete all events of the PFT, but are still considered fit for duty (see PD 0676D, *Physical Fitness Program* definition and subsection 4.3 of this PG).
- Use appropriate performance-based consequences for SA subordinates who qualify, but refuse to fully participate in the annual PFT at least once each fiscal year or who fail to perform at or above the lowest level of the "Fair" category of the Cooper Scale for their age and sex on all PFT events. Appropriate consequences include, but are not limited to, issuing a rating of "Minimally Successful" on the "Maintaining High Professional Standards" critical element of their PARs, effective October 1, 2015.

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2.4. Physical Fitness Advisors

PFAAs must:

- Maintain current cardiopulmonary resuscitation (CPR) certification from a recognized organization, such as the American Heart Association or the American Red Cross.
- Participate in the FBI's Physical Fitness Program, including providing support at applicant PFTs and/or SA PFTs no fewer than four times annually.
- Participate in annual SA PFTs and perform at or above the lowest level of the "Good" category on the Cooper Scale for their age and sex on all PFT events, Effective October 1, 2015.
- Provide and ensure completion of an FD-985, "Physical Activity Readiness Questionnaire," for all SA participants of the mandatory PFT.
- Provide FD-1102s, "Certificate of Wellness," to those SAs whose medical screening results indicate they are not "medically safe" (see subsections 4.3 and 4.3.1 of this PG) to participate in the exercise events of the PFT, and instruct them to have them completed by their physician within 30 days.
- Administer the mandatory PFT only to SAs whose medical screening indicates that they are "medically safe" (see subsections 4.3 and 4.3.1 of this PG) to participate.
- Administer the mandatory PFT for SAs in accordance with the guidance and instruction provided by TD, PTU and as set forth in this PG.
- Enter the results of the mandatory PFT in the AFT within 30 days of the date of each administration of the test, ensuring that all scores are entered before the end of the fiscal year.
- Provide participating SAs with AFT-generated copies of their PFT scores.
- Ensure that completed FD-985s and the completed FD-1102s are appropriately maintained, in accordance with recordkeeping requirements, in the Sub M of SAs' personnel files, in accordance with recordkeeping requirements.
- Provide physical fitness advice and guidance to SA personnel who fail to perform at or above the lowest level of the "Fair" category of the Cooper Scale for their age and sex on all PFT events.
- Administer SA-applicant PFTs in strict accordance to the protocols and procedures established by TD, PTU.
- Complete an FD-874, "SA Applicant Physical Fitness Test Report" for each SA applicant that participates in the PFT.

2.5. Physical Fitness Advisor Coordinators

PFA coordinators must:

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- Act as primary points of contact (POC) for TD, PTU for matters relating to the FBI's Physical Fitness Program.
- Coordinate the Physical Fitness Program activities of the PFAs serving in their respective divisions, which includes all SA and SA applicant PFTs.
- Report any changes to TD, PTU, in the number of PFAs actively serving in their respective divisions as a result of transfers, promotions, reassignments, retirements, or resignations.
- Determine the sufficient number of SA PFTs that need to be administered in their respective divisions or FOs each fiscal year in order to meet the 100 percent participation goal.
- Ensure enough PFAs are assigned to safely and effectively conduct each administration of the SA PFT in their respective divisions.
- Provide reports, in ECs, to division heads of their respective FOs or FBIHQ divisions that includes: (1) AFT-generated reports that document those personnel who have completed their mandatory PFTs; (2) which personnel refused to participate in the PFT; (3) which personnel were unable to take or to complete their mandatory PFTs; and (4) which personnel failed to obtain a score of "Fair" or above for their age and sex on every event of the mandatory PFT. This report must be serialized no later than 30 days after the end of the fiscal year.
- Determine division personnel requiring access to the AFT and ensure the system access request (SAR) is submitted for each individual.

2.6. Special Agents

For the purposes of this PG, the term "SA" refers to those individuals who are in the 1811 job series, regardless of the titles or positions they hold in FOs or at FBIHQ. SAs must:

- Remain physically ready to carry out the arduous duties of the 1811 job series and the rigorous requirements of the LE position.
- Complete an FD-985, "Physical Activity Readiness Questionnaire (PAR-Q)," no more than 30 days prior to participating in a PFT and submit it to a PFA.
- Fully participate, if "medically safe" (see subsections 4.3 and 4.3.1 of this PG) to fully participate, in the PFT at least once between the date this PG is implemented and September 30, 2015.
- Fully participate, if "medically safe" (see subsections 4.3 and 4.3.1 of this PG) to participate in the PFT, at least once each fiscal year and perform at or above the lowest level of the "Fair" category of the Cooper Scale for their age and sex on all PFT events, effective October 1, 2015.
- Participate in a subsequent PFT in the same fiscal year, once "medically safe," if unable to complete the mandatory PFT because of illness or injury sustained while taking the test.

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- Comply with this PG by completing an FD-985 if on restricted duty (medical mandates [MM], level 2-4). SAs on restricted duty (i.e., MM, levels 2-4 as described in subsection 4.3.1 of this PG) are not required to participate in the exercise events of the PFT.
- Consult with PFAs on how to properly train to improve their fitness level and their PFT performances, if unable to obtain scores of “Fair” or above for their age and sex on all events scored by the Cooper Scale.

2.7. Health Care Program Unit (HCPU)

HCPU must:

- Manage the FBI Fitness for Duty (FFD) Program, in accordance with the, *Fitness-for-Duty Program Policy Directive and Policy Guide 0735DPG*.
- Substantiate and maintain permanent physical fitness testing waivers and associated medical documentation in the Sub M file of identified SAs.

2.8. Workers Compensation Unit

The Worker's Compensation Unit must manage the FBI Workers' Compensation Program in accordance with the *Workers' Compensation for FBI Employees Corporate Policy Directive and Policy Implementation Guide 0675DPG*.

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3. Policies

To ensure that FBI SAs are physically ready to carry out the arduous duties of the 1811 job series and the rigorous requirements of a LE position, all SA personnel must participate in mandatory physical fitness testing on an annual basis.

Effective October 1, 2015, all SA personnel whose medical screenings indicate that they are "medically safe" (see subsections 4.3 and 4.3.1 of this PG) to participate and who do not fully participate in the PFT at least once each fiscal year or fail to perform at or above the lowest level of the "Fair" category of the Cooper Scale for their age and sex on all PFT events are subject to appropriate performance-based consequences. Appropriate consequences include, but are not limited to, issuing a rating of "Minimally Successful" on the "Maintaining High Professional Standards" critical element of their PARs.

TD, PTU establishes the SA PFT standards and protocols which include the testing of applicants, NATs, and SAs.

SAs are authorized three one-hour exercise periods per week. Workouts may be coupled with lunch periods. All exercise periods must occur during a participant's regularly scheduled work shift, including one hour immediately before and one hour immediately after the scheduled work shift. Specific exceptions to the requirement may be granted to those individuals assigned to undercover operations or to those who work permanent shift work with the prior written approval of their SACs or division heads. For the purposes of time and attendance and workers' compensation, workouts conducted at home will not be considered as part of the three one-hour exercise periods authorized for SAs. Availability pay (AVP) guidelines prohibit the use of exercise periods as overtime.

4. Procedures and Processes

4.1. Components of the Physical Fitness Program

TD, PTU is responsible for establishing the standards and protocols for the SA PFT, which includes the testing of applicants, NATs, and SAs.

TD, PTU is also responsible for managing the certification program of PFAs, according to the established standards and requirements.

Only SAs are eligible to be PFAs because the PFA positions were designed to place qualified SAs in FOs to oversee and promote fitness, as well as to administer applicant PFTs in strict accordance with the protocols established by PTU.

SA PFAs serve as role models to SA applicants and can fully explain the physical requirements of the FBI Academy, as they have first-hand experience. SA PFAs are also best suited to explain to applicants the duties of the SA position and how fitness relates to the job, while at the same time judging a candidate's suitability for the SA position.

For the purposes of this PG, "fit for duty" is defined as an SA whose fitness-for-duty examination is current and is not on MMs (restricted duties).

See Appendix D: "List of Approved Physical Fitness Activities."

4.2. Physical Fitness Program at New Agents Training

The Basic Field Training Course (BFTC) at the FBI Academy is designed to ensure that, upon graduation, all NATs have attained the necessary proficiencies in specialized knowledge, skills, and abilities needed to perform the duties of FBI SAs.

Physical training (PT) and defensive tactics (DT) especially present situations when NATs are called upon not only to perform at an acceptable level, but also to demonstrate a level of fitness and endurance that allows for full participation without unnecessary risk of serious physical injury or undue mental stress.

A NAT's level of fitness serves as a foundation for his or her ability to apply the principles and non-deadly force alternatives taught during the DT program.

All NATs must participate in the FBI Academy-administered PFT by a PTU PFA-certified staff member, approximately the first week of the BFTC. NATs who receive a passing score on the PFT will have successfully completed the PFT requirements and therefore will not be required to complete an additional PFT during training. NATs who fail to meet the minimum passing standards on the initially offered PFT will be afforded mandatory remediation. Remediation will consist of Power PT sessions approximately twice per week. Approximately eight weeks later, NATs will be afforded an FBI Academy-administered PFT retest, by a PTU PFA-certified staff member. Passing the PFT demonstrates the requisite level of physical fitness needed to fully participate in all aspects of the BFTC without unnecessary risk of serious physical injury.

The PFT is a key component of the overall BFTC. It tests the strength, endurance, and ability of a NAT to perform individually in four events in the following sequence: (1) sit-ups, (2) a 300-meter sprint, (3) push-ups, and (4) a 1.5-mile run. Pull-ups will also be

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administered at the end of the test as an additional measure of muscular endurance. Although the pull-up score will not be used to determine a passing score, it will be utilized as a determining factor for any physical fitness awards.

The PFT is administered under strict time limits and protocols at the FBI Academy established by TD. The minimum passing score on the PFT is twelve cumulative points with at least one point achieved in each of the first four events based upon the NAT PFT scoring scale. NATs that do not pass the PFT in accordance with this PG will be recommended for dismissal from the BFTC.

4.3. Special Agent Annual Physical Fitness Test

To ensure that FBI SAs are physically ready to carry out the arduous duties of the 1811 job series and the rigorous requirements of an LE position, all SA personnel must participate in mandatory physical fitness testing annually.

The PFT is a valid measure of a participant's overall physical fitness as it pertains to safe and effective SA performance. An adequate level of physical fitness is necessary to perform the more rigorous physical tasks of an SA's position. The rigorous physical tasks include running in pursuit of fleeing subjects, climbing over walls and fences, and subduing resistive subjects.

Certain SA operational assignments may preclude participation in an annual PFA-administered PFT (e.g., outside the contiguous United States [OCONUS] legal attachés [LEGAT] or assistant legal attachés [ALAT], or SAs on long-term OCONUS TDYs). These SAs in certain operational assignments and SAs on medically restricted duty (see subsection 4.3.1) are exemptions to the otherwise mandatory annual requirement and should only occur when no reasonable opportunity exists to meet the annual requirement.

SAs precluded from participation in annual PFTs for the reasons stated above will have their statuses recorded in the AFT, as described in subsection 4.3.2. For these individuals, their inability to participate in PFTs should not be a factor in their PARs.

SAs are authorized to take three one-hour exercise periods per week. Workouts may be coupled with lunch periods. All exercise periods must occur during a participant's regularly scheduled work shift, including one hour immediately before and one hour immediately after the scheduled work shift. Specific exceptions to the requirement may be granted to those individuals assigned to undercover operations or to those working permanent shift work with the prior written approval of the SAC or division head. For the purposes of time and attendance, and workers' compensation, workouts conducted at home will not be considered as part of the three one-hour exercise periods authorized for SAs. AVP guidelines prohibit using exercise periods as overtime.

The PFT must be conducted annually, in accordance with the guidelines set forth by this PG. FOs and FBIHQ divisions must schedule a sufficient number of SA PFTs each fiscal year to meet the 100 percent participation goal. The PFT should be offered as close to once a quarter as operationally possible. The PFT must be administered by one or more certified FBI PFAs. The ratio of PFAs to SA participants should not exceed 1:25, and it is the responsibility of the PFA coordinator to ensure sufficient staffing of PFAs for any iteration of the test or limit participants based upon available PFA resources.

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FOs and FBIHQ divisions in need of certified PFAs must ensure qualified SAs enroll through the Virtual Academy (VA) in one of the PFA in-services offered by PTU, TD, PTU. FOs and FBIHQ divisions in need of certified PFAs should contact PTU to ensure space is made available in the courses for qualified candidates.

Before taking the PFT, SAs medically qualified for worldwide duty based upon current, periodic fitness-for-duty examinations on record must complete and sign FD-985s, "Physical Activity Readiness Questionnaire (PAR-Q)." SAs must then give the PAR-Q/FD-985s to the PFA for review; the PFA can accept FD-985s/PAR-Qs that have been completed up to 30 days prior to the planned PFT. FD-985s/PAR-Qs that are completed up to 30 days before the date of a PFT will be considered current. However, immediately prior to the PFT, the PFA must also ask all participants if they have any illnesses or injuries that will impair their ability to safely complete the examination or seriously impair their ability to perform adequately on the exercises. If an SA indicates that he or she cannot complete the events safely, then he or she must be excused for that day's PFT and scheduled for their PFT at a future date, when the issue is resolved.

All SA personnel who are able to satisfactorily complete FD-985s (i.e., answer "no" to all of the questions) and are currently certified as "fit for duty" must complete PFTs every fiscal year.

Those SAs who are unable to satisfactorily complete FD-985s and/or are outside of the approved medical clearance timing for their fitness-for-duty examination will not be permitted to participate in the exercise events of a PFT. It is an SA's responsibility to ensure he or she undergoes a fitness-for-duty examination, as required by the, *Fitness-for-Duty Program Policy Directive and Policy Guide*, 0735DPG.

An SA who submits FD-985 with a "yes" answer to any of the questions must provide a completed FD-1102, "Certificate of Wellness Form," to a PFA within 30 days of the date of the completed FD-985.

4.3.1. Medical Mandates and Permanent Waivers

SAs who are on restricted duty and have documented verification that they are in levels 2-4 are not required to participate in a PFT. The levels of MM and permanent waivers are:

- MM-1 – Medical Condition with Ongoing Risk for Sudden or Subtle Incapacitation but Capable of Full Duty in CONUS Setting (e.g., controlled seizure disorder and anticoagulation).
- MM-2 – Essential Functions Affected >30 Days but Expect Full Recovery (e.g., broken leg and major surgery).
- MM-3 – Prolonged Serious Medical Condition with Uncertain or Delayed Recovery (e.g., cancer treatment and impaired heart function).
- MM-4 – Maximum Medical Improvement with Continuing Interference with Essential Tasks (e.g., loss of limb and neurological deficit).

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In compliance with the Pregnancy Discrimination Act of 1978 and Title 42 United States Code (U.S.C.) Section (§) 2000e(k), pregnant SAs whose medical condition precludes participation in vigorous physical activity, or renders them unable to participate in all or portions of the PFT, must provide an FD-948, "Limited Duty Certification," from their physician to FBI medical authorities, who must place the SA on appropriate restricted duties under MM-2. FBI medical authorities must inform the SA's supervisor of the SA's duty restrictions.

In select circumstances, some SAs may be granted permanent waivers for portions of the PFT. For instance, an SA who has undergone a multilevel spinal fusion may be unable to engage in sit-ups. SAs seeking such permanent waivers will need to provide appropriate medical documentation to HCPU for analysis. If HCPU substantiates a need for a permanent waiver for a portion of the PFT, an official notification must be entered into the Sub M file.

SAs who are up to date on their fitness-for-duty examination, as described in the *Fitness-for-Duty Program Policy Directive and Policy Guide*, 0735DPG are not on MM-2 through MM-4; have completed an FD-985 with "no" responses within 30 days before the PFT (or have provided an FD-1102 from their physician clearing them to participate in strenuous activity within 30 days before the PFT); and have no acute illness or injury that will impair their ability to safely complete the examination or seriously impair their ability to perform adequately on the exercises, are deemed "medically safe" to participate in the PFT.

4.3.2. Administration of the Special Agent Physical Fitness Test

Upon completion of the medical screening phase of the PFT, PFAs must provide participants a five to ten minute warm-up period. PFAs must then administer the exercise portion of the PFT in the following sequence: (1) sit-ups, (2) a 300-meter sprint, (3) push-ups, and (4) a 1.5 mile run. The events are to be administered in accordance with the exercise protocols established by TD, PTU. PFAs must ensure participants are given five to ten minutes of rest between each of the events. Except as noted in subsection 4.3.1., SAs who are medically safe for testing must complete all events of the test unless they are injured or become ill during the test.

The running events of the PFT should take place on a flat, measured surface, preferably a running track or similar facility, to ensure consistency in the application of the test. The sit-up and push-up events should also be conducted on a flat surface and the sit-ups should be conducted on a cushioned surface, such as an exercise mat, grass, or artificial turf, to minimize the risk of injury to participants.

With the exception of those SAs with permanent waivers for portions of the PFT, if an SA does not complete all of the events of the PFT, he or she will be required to fully participate in a subsequent administration of the PFT during that same fiscal year, absent exigent circumstances such as illness or injuries.

SA personnel who qualify to take but refuse to fully complete the PFT each fiscal year are not considered to be in compliance with the requirement to remain physically ready to carry out the arduous duties of the 1811 job series and the rigorous requirements of the

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LE position. Those SAs who refuse to fully complete the PFT are subject to consequences including, but not limited to, a rating of "Minimally Successful" on the "Maintaining High Professional Standards" critical element on their PARs.

Scoring of the PFT is based on the current Cooper Institute physical fitness age and sex norms, which are widely accepted as valid measures of an individual's general level of physical fitness. The scoring categories are as follows: S=Superior, E=Excellent, G=Good, F=Fair, P=Poor, and VP=Very Poor. SAs are expected to perform at or above the lowest level of the "Fair" category (i.e., 40th percentile) within their age and sex groups on each of the four PFT exercise events (i.e., sit-ups, 300-meter sprint, push-ups, and 1.5-mile run). The scores required to obtain a rating for each age and sex category for all exercises are attached to this PG in Appendix E: "Cooper Scale Scoring Guide."

SAs who fail to perform at or above the lowest level of the "Fair" category of the Cooper Scale for their age and sex on all PFT events are not considered to be in compliance with the requirement to remain physically ready to fully and effectively carry out the arduous duties of the 1811 job series and the rigorous requirements of their LE position. These SAs are subject to consequences including, but not limited to, a rating of "Minimally Successful" on the "Maintaining High Professional Standards" critical element on their PARs effective October 1, 2015.

Those SAs who fail to perform at or above the lowest level of the "Fair" category of the Cooper Scale for their age and sex must consult with PFAs for guidance on how to properly train to improve their fitness level and their PFT performance.

PFAs, or their authorized delegates, must enter the results of the PFTs in the AFT within 30 days of the date of each administration of the PFT. All scores must be entered before the end of the fiscal year.

PFAs must provide participating SAs with the AFT-generated results of their PFTs.

PFA coordinators must provide a report, in the form of an EC, to the division heads of their respective FOs or FBIHQ divisions. The EC must include: (1) AFT-generated reports that document those personnel who have completed their mandatory PFTs; (2) which personnel refused to participate in the PFT; (3) which personnel were unable to take or to complete their mandatory PFTs; and (4) which personnel failed to obtain a score of "Fair" or above for his or her age and sex on every event of the mandatory PFT. This report must be serialized no later than 30 days after the end of the fiscal year.

In the case of EM, the report must be given to that executive's direct supervisor.

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5. Recordkeeping Requirements

SAs will have their PFT scores entered in the AFT System.

Upon the completion of each SA PFT, the PFA will route the FD-985/PAR-Q and FD-1102 documents to divisional fitness-for-duty coordinator for inclusion in the SA's Sub M file. SAs assigned to FBIHQ divisions will have their FD-985s and FD-1102s routed to the HCPU for inclusion in their Sub M files.

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Appendix A: Sources of Additional Information

The following are sources of additional information:

- TD Physical Training Unit Intranet site
- DPG 0735DPG, *Fitness-for-Duty Program Policy Directive and Policy Guide*
- *Domestic Investigations and Operations Guide* (DIOG)

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Appendix B: Contact Information

Training Division	 FBI Academy 1 Range Road Quantico, VA 22135	
Instruction Section		
Physical Training Unit		
Human Resources Division		
Section Chief, Office of Medical Services		
Workers' Compensation Unit		
Health Care Program Unit		
SARSU		

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Appendix C: Key Words and Acronyms

Key Words

Fit for duty: an SA whose fitness-for-duty examination is current and is not on medical mandates

Acronyms

ADIC	assistant director in charge
AFT	Agent Fit Test (System)
ASAC	assistant special agent in charge
AVP	availability pay
CFR	Code of Federal Regulations
CPR	cardiopulmonary resuscitation
DOJ	Department of Justice
DT	defensive tactics
EC	electronic communication
EM	executive management
FECA	Federal Employees Compensation Act
FBI	Federal Bureau of Investigation
FBIHQ	Federal Bureau of Investigation Headquarters
FO	field office
GETA	Government Employees Training Act
HCPU	Health Care Programs Unit
HWA	health and wellness advisor
IC	Intelligence Community
LE	law enforcement
Legat	legal attaché

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MAOP	<i>Manual of Administrative Operating Procedures</i>
MM	medical mandates
NAT	new agent trainees
NATP	New Agent Training Program
OCONUS	outside the contiguous United States
PAR	performance appraisal report
PAR-Q	Physical Activity Readiness Questionnaire
PD	policy directive
PFA	physical fitness advisors
PFT	physical fitness test
PG	policy guide
POC	point of contact
PSC	Presentation Skills Course
PT	physical training
PTU	Physical Training Unit
SA	special agent
SAC	special agent in charge
SARS	security access request
SARSU	Special Agent Recruiting & Selection Unit
SSA	supervisory special agent
TD	Training Division
TDY	temporary duty
U.S.C.	United States Code

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VA	Virtual Academy
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Appendix D: List of Approved Physical Fitness Activities

The following are approved strength and conditioning activities that produce physical fitness benefits:

- Endurance training activities, including, but not limited to:
 - Running
 - Cycling
 - Aerobic machines
 - Aerobic classes
 - Swimming
 - Water aerobics
 - Walking
 - Rowing
 - Ice and roller skating and blading
 - Cross country skiing
 - Striking bag
- Resistance training activities, including, but not limited to:
 - Free Weights
 - Machines
 - Kettle bells
 - Resistance bands
 - Sandbags
 - Medicine balls
 - Calisthenics
 - Yoga
 - Pilates

The following are approved competitive sports that produce physical fitness benefits:

- Basketball
- Hockey
- Tennis
- Racquetball/handball
- Volleyball

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- Water polo
- Football (flag, touch)
- Soccer
- Lacrosse
- Wrestling
- Boxing
- Martial arts

The following activities are not approved because they expose participants to a high risk of serious injury:

- Tackle football
- Water skiing
- Mountain or rock climbing
- Snow skiing (downhill)
- Surfing
- Mountain biking (off road rough terrain)
- Horseback riding
- Rugby

The following activities are not approved because they provide minimal physical fitness benefits:

- Softball/ baseball
- Bowling
- Golf

Any appeals or recommendations for change regarding this list should be sent directly to the Physical Training Unit, FBI Academy.

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Appendix E: Cooper Scale Scoring Guide

The PFT scoring system is based on performance within the SA's age and sex classification. The minimum acceptable level of performance for each event is the lowest of the Fair (F) category (i.e., 40th percentile) within your age and sex classification (area highlighted in yellow).

The scoring categories are as follows: S=Superior, E=Excellent, G=Good, F=Fair, P=Poor, and VP=Very Poor

The PFT consist of the following elements:

- Maximum number of sit-ups in one minute
- Timed 300-meter sprint
- Maximum number of push-ups (untimed)
- Timed one and one half mile (1.5 mile) run

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Dynamic Strength Test (Sit-up)

Females

	Age 20-29	Age 30-39	Age 40-49	Age 50-59
%				
99	52	43	39	31
95 (S)	51	42	38	30
90	49	40	34	29
85	45	38	32	25
80 (E)	44	35	29	24
75	42	33	28	22
70	41	32	27	22
65	39	30	25	21
60 (G)	38	29	24	20
55	37	28	23	19
50	35	27	22	17
45	34	26	21	16
40 (F)	32	25	20	14

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	Age 20-29	Age 30-39	Age 40-49	Age 50-59
%				
35	31	24	19	12
30	30	22	17	12
25	28	21	16	11
20 (P)	24	20	14	10
15	23	18	13	7
10	21	15	10	6
5	18	11	7	5
1(VP)	17	10	6	4

Males

	Age 20-29	Age 30-39	Age 40-49	Age 50-59
%				
99	56	52	48	44
95 (S)	55	51	47	43
90	52	48	43	39
85	49	45	40	36

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	Age 20-29	Age 30-39	Age 40-49	Age 50-59
%				
80 (E)	47	43	39	35
75	46	42	37	33
70	45	41	36	31
65	44	40	35	30
60 (G)	42	39	34	28
55	41	37	32	27
50	40	36	31	26
45	29	36	30	25
40 (F)	38	35	29	24
35	37	33	28	22
30	35	32	27	21
25	35	31	26	20
20 (P)	33	30	24	19
15	32	28	22	17
10	30	26	22	15

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	Age 20-29	Age 30-39	Age 40-49	Age 50-59
%				
5	27	23	17	12
1 (VP)	26	22	16	11

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Anaerobic Power Test (300 meter)

Females

	Age 20-29	Age 30-39	Age 40-49	Age 50-59
%				
99	54.0	55.0	65.0	
95 (S)	54.3	56.5	65.0	70.0
90	56.0	60.0	66.0	
85	58.0	63.5	68.2	
80 (E)	58.3	66.0	72.0	86.0
75	59.7	66.5	72.0	
70	60.0	68.0	75.3	
65	61.0	69.9	78.7	
60 (G)	61.0	71.0	79.0	94.0
55	62.7	72.0	80.5	
50	64.0	74.0	86.0	
45	68.5	75.5	91.7	
40 (F)	71.0	79.0	94.0	113.0

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	Age 20-29	Age 30-39	Age 40-49	Age 50-59
%				
35	74.5	80.5	101.8	
30	75.0	82.0	106.7	
25	76.0	85.5	109.3	
20 (P)	78.0	86.0	110.0	125.0
15	88.0	93.5	116.0	
10	97.0	100.0	121.5	
5 (VP)	106.7	114.0	125.0	135.0

Males

	Age 20-29	Age 30-39	Age 40-49	Age 50-59
%				
99	42.6	42.0	47.0	52.0
95 (S)	46.0	46.1	52.0	58.0
90	48.0	49.0	55.0	61.0
85	49.0	50.0	56.0	63.0
80 (E)	50.3	51.0	57.0	66.4

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	Age 20-29	Age 30-39	Age 40-49	Age 50-59
%				
75	51.0	52.0	60.0	68.0
70	52.0	53.0	61.0	70.0
65	53.5	54.0	62.0	72.0
60 (G)	54.0	55.0	64.0	74.0
55	55.0	56.0	66.0	77.4
50	56.0	57.0	67.6	80.0
45	57.5	58.0	70.0	82.6
40 (F)	59.0	58.9	72.0	83.2
35	60.0	61.0	74.8	85.0
30	62.1	63.0	77.0	87.0
25	64.0	65.0	81.0	89.0
20 (P)	66.0	68.0	83.0	95.0
15	69.0	70.0	86.0	99.0
10	73.4	74.9	90.0	101.6
5	81.3	80.9	104.0	112.0

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	Age 20-29	Age 30-39	Age 40-49	Age 50-59
%				
1 (VP)	95.1	113.9	143.0	184.0

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Dynamic Strength Test (Push-up)

Females

	Age 20-29	Age 30-39	Age 40-49	Age 50-59
%				
99	53	48	23	18
95 (S)	42	40	20	16
90	37	33	18	15
85	33	26	17	14
80 (E)	28	23	15	13
75	27	19	15	13
70	24	18	14	11
65	23	16	13	9
60 (G)	21	15	13	8
55	19	14	11	7
50	18	14	11	6
45	17	13	10	5
40 (F)	15	11	9	5

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	Age 20-29	Age 30-39	Age 40-49	Age 50-59
%				
35	14	10	8	4
30	13	9	7	4
25	11	9	7	3
20 (P)	10	8	6	3
15	9	7	5	2
10	8	6	4	2
5	6	4	1	1
1 (VP)	3	1	0	0

Males

	Age 20-29	Age 30-39	Age 40-49	Age 50-59
%				
99	100	86	64	51
95 (S)	62	52	40	39
90	57	46	36	30
85	51	41	34	28

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	Age 20-29	Age 30-39	Age 40-49	Age 50-59
%				
80 (E)	47	39	30	25
75	44	36	29	24
70	41	34	26	21
65	39	31	25	20
60 (G)	37	30	24	19
55	35	29	22	17
50	33	27	21	15
45	31	25	19	14
40 (F)	29	24	18	13
35	27	21	16	11
30	26	20	15	10
25	24	19	13	9
20 (P)	22	17	11	9
15	19	15	10	7
10	18	13	9	6

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	Age 20-29	Age 30-39	Age 40-49	Age 50-59
%				
5 (VP)	13	9	5	3

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Cardiorespiratory Fitness Test (1.5 Mile Run)

Females

	Age 20-29	Age 30-39	Age 40-49	Age 50-59
%				
99	9:23	9:52	10:09	11:34
95 (S)	10:20	11:08	11:35	13:16
90	10:59	11:43	12:25	13:58
85	11:34	12:23	13:14	14:33
80 (E)	11:56	12:53	13:38	15:14
75	12:07	13:08	13:58	15:47
70	12:51	13:41	14:33	16:26
65	13:01	13:58	15:03	16:46
60 (G)	13:25	14:33	15:17	17:19
55	13:58	14:33	15:56	17:38
50	14:15	15:14	16:13	18:05
45	14:33	15:35	16:46	18:39
40 (F)	15:05	15:56	17:11	19:10

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	Age 20-29	Age 30-39	Age 40-49	Age 50-59
%				
35	15:32	16:43	17:38	19:43
30	15:56	16:46	18:26	20:17
25	16:43	17:38	18:39	20:55
20 (P)	17:11	18:18	19:43	21:57
15	17:53	19:01	20:49	22:53
10	18:39	20:13	21:52	23:55
5	21:05	21:57	23:27	26:15
1 (VP)	25:17	25:10	27:55	30:34

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Males

	Age 20-29	Age 30-39	Age 40-49	Age 50-59
%				
99	8:22	8:49	9:02	9:31
95 (S)	9:10	9:31	9:47	10:27
90	9:34	9:52	10:09	11:09
85	9:52	10:14	10:44	11:45
	Age 20-29	Age 30-39	Age 40-49	Age 50-59
%				
80 (E)	10:08	10:38	11:09	12:08
75	10:34	10:59	11:32	12:37
70	10:49	11:09	11:52	12:53
65	11:09	11:34	11:58	13:25
60 (G)	11:27	11:49	12:25	13:53
55	11:34	11:58	12:53	13:58

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50	11:58	12:25	13:05	14:33
45	12:11	12:44	13:25	14:35
40 (F)	12:29	12:53	13:50	15:14
35	12:53	13:25	14:10	15:53
30	13:08	13:48	14:33	16:16
25	13:25	14:10	15:00	16:46
20 (P)	13:58	14:33	15:32	17:30
15	14:33	15:14	16:09	18:22
10	15:14	15:56	17:04	19:24
	Age 20-29	Age 30-39	Age 40-49	Age 50-59
%				
5	16:46	17:30	18:39	21:40
1 (VP)	20:55	20:55	22:22	27:08